

# Retention and Classification Report

**Agency:** District Court (Eighth District : Daggett County) (1701)

P.O. Box 219  
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## **Records Officer**

17506	Civil case files
13142	Civil court records
13145	Civil registers of actions
17507	Criminal case files
13144	Minutes
17508	Probate case files

**AGENCY:** District Court (Eighth District : Daggett County)

**SERIES:** 17506

3

**TITLE:** Civil case files

**DATES:** 1919-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These case files from the Eighth District Court in Daggett County document the legal process and the administration of justice in conjunction with a civil proceeding for the determination of a controversy between parties wherein rights are enforced or protected, or wrongs are prevented or redressed. Records and documents pertaining to a particular action are filed together by the court clerk, who is required by the Rules of Civil Procedure to file pleadings and other legal papers. Collectively they constitute the case file.

**RETENTION AND DISPOSITION AUTHORIZATION:**

**APPROVED:** 09/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

Historic court records provide information about individuals and about legal processes. Civil cases include divorces and ownership issues. Civil judgments may be of longstanding relevance, particularly judgments on water rights issues.

**AGENCY:** District Court (Eighth District : Daggett County)

**SERIES:** 17506

**TITLE:** Civil case files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** District Court (Eighth District : Daggett County)

**SERIES:** 13142

3

**TITLE:** Civil court records

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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**AGENCY:** District Court (Eighth District : Daggett County)

**SERIES:** 13145

3

**TITLE:** Civil registers of actions

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

Civil cases document the legal process and the administration of justice in conjunction with civil proceedings for the determination of a controversy between parties wherein rights are enforced or protected, or wrongs are prevented or redressed. Records and documents pertaining to a particular civil action are filed together by the court clerk and collectively these documents constitute the case file. As these records or actions are filed, the clerk enters them in the registers which comprise this series. The clerk is required as documents enter the case file to make a notation that shows "the nature of each paper filed or writ issued and the substance of each order or judgment of the court and of the returns showing execution of process. The notation of an order or judgment shall show the date the notation is made. When trial by jury has been properly demanded or ordered the clerk shall enter the word "jury" on the page assigned to that action [UCA 79 (b) (2)]."

A register of actions may contain the following entries for each civil case: name of the attorney for plaintiff and defendant, name of the judge presiding over the case, petitions, complaints, summons, answers to summons, orders from the court, assignment of judges, exhibits, judgment, findings and conclusions, costs, decrees, requests by attorneys for instructions to the jury, verdict, motions for cross complaints or new trials, amendments to previous answers and disclaimers.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AGENCY:** District Court (Eighth District : Daggett County)

**SERIES:** 13145

**TITLE:** Civil registers of actions

(continued)

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Administrative Historical Legal

Historic court records provide information about individuals and about legal processes. Civil cases include divorces and ownership issues. Civil judgments may be of longstanding relevance, particularly judgments on water rights issues.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** District Court (Eighth District : Daggett County)

**SERIES:** 17507

1

**TITLE:** Criminal case files

**DATES:** 1919-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

Case files are made up of the various documents filed with the Eighth District Court in Daggett County pertaining to each specific case. The records usually contain information such as the case number, and the names of the defendants, counsel, jurors, and witnesses. The case file may include complaints, indictments, subpoenas, verdicts, warrants of arrest, execution or confinement, warrant returns, affidavits, orders, judgments, appeal notices. Files rarely include transcripts of testimony.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** District Court (Eighth District : Daggett County)

**SERIES:** 13144

3

**TITLE:** Minutes

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**FORMAT MANAGEMENT:**

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**AGENCY:** District Court (Eighth District : Daggett County)

**SERIES:** 17508

1

**TITLE:** Probate case files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by case files

**DESCRIPTION:**

Probate case files from the Eighth District Court in Daggett County primarily involve the probate of estates for deceased persons and guardianship for minors and incompetent persons. Probate is judicial oversight of property in transition. Probate of estates is the process by which a deceased person's property is identified and maintained, his debts and taxes paid, and then remaining property distributed to beneficiaries as specified in a will or as required by law for persons who die intestate (without a will). In guardianship cases probate is the establishment of a guardian for minors or incompetent adults who hold property that needs management. In addition to probate these case files also include name changes and some adoptions.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**PRIMARY CLASSIFICATION:**

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